



Civil Service Commission  
50 W. Gay Street, Room 600  
Columbus, Ohio 43215

Application/Employment Information  
City of Columbus Job Line  
TDD  
Testing Center  
Web Address  
Application Office Hours:

(614) 645-8369  
(614) 645-7667  
(614) 645-7303  
(614) 645-7439

[www.csc.columbus.gov](http://www.csc.columbus.gov)

Monday - Friday\*, 8:00 a.m. - 4:30 p.m.

## City of Columbus Examination Announcement

**OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT:** The names of the applicants passing this administration of this exam will be used to create a NEW, OPEN COMPETITIVE, eligible list for this classification and will replace the names of applicants on the current eligible list. If you are interested in having your name included on the new eligible list, you will need to apply for this exam within the filing period indicated below and successfully complete all phases of the testing process. Questions regarding this process can be directed to the Applicant and Employees Services Unit at (614) 645-8369.

Recruitment Number: **04-0445-C1**  
Class Code: **0445**  
Class Title: **Police Records Technician**  
Salary Range: **16 - 21**  
Pay Rate: **\$12.20 - \$16.93**  
Opening Date: **Tuesday, February 17, 2004 at 8:00 a.m.**  
Closing Date: **Friday, February 27, 2004 at 4:30 p.m.**

Applications may be filed ON LINE at [www.csc.columbus.gov](http://www.csc.columbus.gov), BY MAIL, or IN PERSON at the Civil Service Commission located in the Beacon Building, 50 West Gay Street, Room 600, Columbus, Ohio 43215. All visitors to the Beacon Building are required to produce a picture ID, verifying their identity, in order to visit the Commission offices.

### Minimum Qualifications

Completion of the twelfth school grade and one (1) year of general office experience. Substitution(s): A certificate of high school equivalence (GED) will be accepted in lieu of a high school diploma.

Applicants must obtain and maintain LEADS/BCI certification by the end of probationary period.

In accordance with CSC Rule VI(D)(1), a motor vehicle operator's license requirement may be waived by the Executive Director for qualified applicants who are disabled. Applicants interested in obtaining this accommodation should contact the CSC Executive Director's office at (614) 645-7605 for further information.

### Classification Information

**CLASS DEFINITION:** Under general supervision, is responsible for maintaining a complex system of police records; performs related duties as required.

**EXAMPLES OF WORK:** (A complete listing of examples of work for this classification can be found on the class specification, available on our website [www.csc.columbus.gov/Classes/job\\_classes.htm](http://www.csc.columbus.gov/Classes/job_classes.htm) or at the Civil Service Commission located at 50 West Gay Street, Room 600).

**VETERANS PREFERENCE:** Veterans Preference Credit is only applicable to open competitive examinations. A DD-214, or other comparable document, showing branch of service, length of active service and character of discharge must be submitted to the Commission no later than the final day of testing in order to receive consideration for this credit.

**Please see reverse side for more information**

## Examination Information

### **Certification Process: Ten Point Fixed Band**

The examination process will consist of:

**Multiple Choice Exam weighted 100% covering the following subject areas:**

**Name & Number Comparison**  
**Editing & Proofreading**  
**Filing(Alpha, Numerical, Chronological)**  
**Written Comprehension**  
**Public Relations**  
**Typing/Data Entry**

**Applicants are required to complete a Personal History Questionnaire and take a polygraph examination.**

**The exam will be administered Tuesday through Thursday, March 16 - 18, 2004 at 8:30 a.m. or 12:45 p.m.**

Candidates can schedule an examination date upon approval of their application. The exam can be scheduled by calling the Test Administration Office at 645-7439 OR by e-mail, at address [csctest@columbus.gov](mailto:csctest@columbus.gov). This test will be administered at the Civil Service Commission, 50 W. Gay Street, Room 501, Columbus, OH.

**Candidates must bring to the test site on the day of the exam a picture ID, a candidate approval notice, and, when required, a current transcript verifying all post-high school coursework and/or degrees completed.**

**All applicants must complete all phases of the testing process in order to receive a final score.**

## Notes to Applicants

**CURRENT VACANCY:** The Department of Public Safety, Division of Police has five (5) vacancies.

**BACKGROUND INVESTIGATION:** Background investigations will be conducted regarding the applicant's work history, police records and educational background.

**PRE-EMPLOYMENT DRUG SCREENING:** As part of the City of Columbus' employment procedures and desire for a drug free work place, applicants will be required to undergo a pre-employment drug screening that is conducted by a vendor designated by the City. Any offer of employment that an applicant receives from the City is contingent upon satisfactory completion of this screening. Positive results are considered public under law, and applicants testing positive will be removed from consideration for employment with the City for a period of at least twelve (12) months.

**RESIDENCY REQUIREMENT:** Unless otherwise specifically provided by the Charter, all employees shall at all times, during their employment, maintain their residence within the boundary lines of Franklin County or one of its six (6) contiguous counties.

**QUESTIONS OR SPECIAL ACCOMMODATIONS:** If you have a disability or physical condition and would like to request special testing accommodations, please contact Barb Hutton at (614) 645-7409 before taking any phase of the exam. It is your responsibility to contact the individual listed above before taking any phase of the exam so that the Commission has ample time to review your request and, if granted, make any necessary arrangements.

**IF YOU CHANGE YOUR NAME OR ADDRESS** at any point in the selection processing or during the life of the eligible list, **YOU MUST NOTIFY THE CIVIL SERVICE COMMISSION IN WRITING OF THE CHANGE.** Failure to notify the Commission may result in disqualification from the selection process.

**\*COMMISSION HOLIDAYS:** Civil Service Commission offices will be closed on the following nationally recognized holidays: Martin Luther King, Jr. Day; Presidents' Day; Memorial Day; Independence Day; Labor Day; Columbus Day; Thanksgiving Day; and Christmas Day.